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Chief, Administrative Services

11 May 1951

Advisor for Management

Revision of the Administrative Services Office T/O.

1. Responsive to your memorandum dated 1 May 1951, subject as above, and subsequent conferences related thereto, the undersigned approached [] regarding certain concepts of the Vital Documents Program.

2. [] has made the following determinations relative to your proposals:

a. The Custodian of the repository will be under the command of the Resident Manager of the [] The CIA Vital Materials Officer will render technical guidance through the instrumentality of Agency directives addressed to the Resident Manager.

b. Visits to the repository will be at the discretion of the CIA Vital Materials Officer. No one may send or take material to the repository otherwise.

c. Decisions as to whether or not documents are vital will be the primary responsibility of the originating office. The CIA Vital Materials Officer will render assistance to the Area Records Officers in arriving at such decisions. Where agreement cannot be reached through such means, the CIA Vital Materials Officer will refer the matter to higher authority for decision.

3. The above decisions by [] will of course require revision of the attached papers which you submitted to this Office. In effecting this revision, it is suggested that you consider in addition the following points:

a. Establishment of an intermittent file in Washington for the temporary retention of vital documents pending transfer to the repository. Such a concept would assume continuous flow from the submitting offices to the intermittent file.

b. Inventory reports can be rendered by the Custodian at the discretion of the Vital Materials Officer.

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JOB NO. [] BOX NO. [] FLD NO. [] DOC NO. [] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: [] RET. JUST 22
NEXT REV DATE [] REVIEWER [] TYPED DOC. 02
NO. PGS 9 CHECK ON DATE [] ORG COMP 32 OPEB ORG CLASS 5
REV CLASS C REV COORD. [] AUTH: HR 70-3

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Because the Vital Materials Officer should have on file in his immediate area information as to the exact contents of the repository at any given time, you may consider it unnecessary to require periodic inventory reports by the Custodian.

c. The foregoing revisions will require parallel revisions in your proposed Agency Regulation. Our issuance control officer, [] will be pleased to assist you in determining which portion of your proposed instructions should go in an Agency Regulation and which portion should appear in an Agency Notice.

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d. As previously agreed, it is suggested that you list the positions proposed in the Vital Materials Section under the Records Analysis Section, thereby combining the two.

4. Upon completion of the above and submittal of your plan to [] for approval, it is suggested that you discuss with him the necessity for increasing your T/O above the now approved strength of []. Thus, separate action is suggested for the six additional positions for Records Management.

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Attachments: Memorandum dated 5/1/51
with 2 attachments.
Charts 1, 2, and 3.

(Request for Increase in T/O and Operating
Procedure for Vital Materials Program -
(Not including repository) and proposed
Regulation []

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[]
cc: Subject File

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